

City of Milpitas
Unapproved Minutes
Telecommunications Commission
March 15, 2004

I. Call to Order & Roll Call:

Vice Chair N. Gupta called the meeting to order.

Members Present: N. Gupta, P. Peterson, G. Ali-Santosa, I. Munir, W. Lam, V. Mathur, A. Ettinger

I.S. Staff: B. Marion, E. Pasion

City Council: A. Gomez

Members Absent: A. Alcorn, P. Gupta, R. Gopalaraa, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No announcements made for the record.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S V. Mathur/G. Alisantosa Ayes: 7

**V. Approval of the Minutes
February 23, 2004**

Motion to approve the minutes as submitted.

M/S G. Alisantosa/V. Mathur Ayes: 7

VI. Citizen's Forum

No comments made for the record.

VII. Continued-New Business:

1. Government Channel Use Policy Draft

CIO, Bill Marion, provided a draft copy of standard operational procedures for future use of Milpitas cable television channel 15.

The draft policy was submitted for the Commission to review and provide additional input and feedback. The revisions would be added to the final version and would need final approval by the City Council. The draft policy being presented would cover the use of the City's government channel by the City of Milpitas and its associated activities.

The document would also aid in the development of a use policy and operational standards for the future public access channel. Commissioner D. Gupta has reviewed other public access documents already established in other communities.

Staff is seeking to have the policy document approved and in place before proceeding with the development of a public access channel. The Commission's assistance will be needed

to help develop such a policy governing the future public access channel.

Vice Chair N. Gupta requested a subcommittee be formed to review the draft document and to continue to discuss this matter at the next Commission meeting in April. Commissioners Alisantosa volunteered to chair the subcommittee.

Staff would email a copy of the draft cable policy to the subcommittee and any additional information to supplement the review.

Motion to note receipt and file proceed with subcommittee direction and review of the draft cable policy.

M/S G. Alisantosa/V. Mathur Ayes: 7

2. Update cable television franchise Comcast.

CIO, Bill Marion, provided a summary of the cable television franchise renewal status with Comcast.

Staff reported that a resolution was developed and approved by the city council citing Comcast was in violation of the Milpitas cable television franchise for not providing financial audit information, grounding issues, I-net facilities to all four fire stations and providing local television studio facility for public access.

Staff was successful in gathering information from Comcast and would be meeting with it officials to determine any outstanding items as part of the cable franchise review.

Staff reported the initial financial matter was reviewed and found that information pertaining to programming launch fees was not reported by Comcast. Additional information is being provided by Comcast to expedite review.

Staff reported the issues regarding open compliance of grounding with Comcast had not been completed. After further review of the matter and the citing of national electrical codes Comcast was amenable to comply with the outstanding matters pertaining to inspections made by the City and by the Comcast technicians. The City would then evaluate the information.

Staff reported that it was successful in documenting that Comcast was responsible for establishing an institutional network to all fire stations and other city facilities for training purposes and public access to a community access television production facility.

Motion to note receipt and file.

M/S G. Alisantosa/V. Mathur Ayes: 7

3. February '04 Month Report.

CIO, Bill Marion, provided a summary of the monthly activity reports for the Information Services Department for February 2004.

Staff reported that the Information Services Department had received approval to update the City's aerial city map. GIS staff will be developing maps and GIS data for Contra Costa County Sanitary District. The video web stream has received over 2700 hits since its operation from last July 2003. Fire station one has an established operational telephone system in the event its services of a major disaster. Staff training of the new computer aided dispatch system.

Next month staff reports it hopes to have the further progress on the cable television franchise and completion and full integration of the computer aided dispatch system.

Motion to note receipt and file.

M/S V. Mathur/G. Alisantosa Ayes: 7

4. Round table discussion.

Vice Chair N. Gupta asked of the Chair Alcorn's whereabouts. Staff noted it would contact Chair Alcorn. Staff also noted that Chair Alcorn would be busy the first part of the year and would attend the Commission's meetings in time.

VIII. Adjournment of Meeting

Vice Chair N. Gupta requested a motion to adjourn the to Monday, April 19, 2004.

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